

## Bradford Scholars – copyright basics

### WHAT IS BRADFORD SCHOLARS?

Bradford Scholars is the online research archive of the University of Bradford. The purpose of this repository is to showcase the research papers published by staff at the University. All depositors are urged to check the relevant copyright and self-archiving policies prior to submitting papers into the repository. If you require assistance in checking the copyright policies that apply to your papers, please contact repository staff at [lib-webadmin@bradford.ac.uk](mailto:lib-webadmin@bradford.ac.uk).

### Key copyright points for content submitters:

- The best sources of information on author's rights are the copyright transfer agreement or the license to publish. You would have been asked to sign one of these on publishing your papers. Make sure your agreement covers institutional or e-print repositories.
- Copyright transfer agreements and self-archiving policies are publisher and occasionally journal specific. If you have not kept the copy of the agreement you signed, visit the journal or publisher's web page to find this information. The information can normally be located under the 'for authors' section.
- Try the Sherpa RoMEO database (<http://www.sherpa.ac.uk/romeo.php>) for brief summaries of publishers' self-archiving policies. Each publisher entry provides a link to the actual policy itself which provides more detail.
- Check the RoMEO record for your publisher especially for any restrictions (embargo periods) and possible conditions (use of published PDFs).
- The Sherpa RoMEO database only covers journal articles. For other types of materials, e.g. conference papers, you will often need to contact the publisher directly to request permission to deposit in a repository. A sample permission request form can be found at [http://www.sherpa.ac.uk/documents/request\\_template.htm](http://www.sherpa.ac.uk/documents/request_template.htm). Contact Bradford Scholars staff at [lib-webadmin@bradford.ac.uk](mailto:lib-webadmin@bradford.ac.uk) if you need assistance or advice in this process.
- The Sherpa RoMEO database is extensive and covers most of the major publishers. If you cannot locate information on your publisher in RoMEO, get in touch with the publisher directly to request self-archiving permission or contact Bradford Scholars staff for assistance at [lib-webadmin@bradford.ac.uk](mailto:lib-webadmin@bradford.ac.uk).
- Majority of publishers permit authors to self-archive the author's final draft of a research paper in an open access online repository. However, most publishers do NOT permit the deposit of the final published PDFs with publisher formatting and logos.
- Bradford Scholars staff will add copyright acknowledgements and links to original published versions on the web to each repository record.